

TELECOMMUNICATIONS SERVICE REQUEST

FOR NOAA TELCOM USE

BAC _____

LG _____

NOAA#: _____

WITS SO # _____

Date received: _____

Date completed _____

NOAA Customer: Please fill out the fields below, attach separate sheet if necessary with detail information. With multiple station requests, it's often easier to provide the necessary info via a spreadsheet or keysheet attachment. There are 4 sections to the form, including consultation request, telephone lines, telephone equipment and cabling. You need only fill out those that apply.

Accounting codes to be charged for this work: _____

Approval: _____

Date: _____

(Signature of official authorized to approve expenditure of funds)

Contact name and phone number: _____

Alternate contact information (optional): _____

Please check all that apply and provide information as indicated:

_____ **Consultation request:**

Provide a brief description of request, including the count of workstations involved and projected requested due date.

_____ **Request to install new phone lines:**

Bldg _____ Floor _____ Number of lines _____

Is international dialing required? ☐ Yes ☐ No

Is hunting required? If yes, explain. ☐ Yes ☐ No

What will the lines be used for (voice, modem, fax, TTY, STE, other)? _____

If voice, indicate other lines for your organization that are on that same floor. _____

If not voice, indicate specific location where line should terminate. _____

_____ **Request to disconnect phone lines:**

Bldg _____ Floor _____ Requested due date _____

Specify lines--if an intercept referral message is required, provide the referral #:

_____ **Request to change existing service (Moves and/or Feature changes)**

Service is currently in Bldg _____ Floor _____

_____ Relocation request, move to Bldg _____ Floor _____

_____ Feature change request, specify feature to be added, deleted or changed.

Specify lines and the change being requested:

_____ Telephone equipment requests

_____ **Disconnect phones** -- Specify Bldg _____ Room # _____ Extensions _____

Do these phones also have voice mailboxes to be removed? ☐ Yes ☐ No

_____ **Install phones** -- Specify Bldg _____ Room # _____ Phone Type _____

_____Customer provide phones _____Phones need to be provided by Telcom

Programming instructions for each phone (include phone lines, ringing, features, voice mail)

Note: for voice mail, must include name and personal operator name and/or extension. A spreadsheet attachment may be the best way to provide all this information.

_____ Relocate phones – Requested move date _____

Specify current Bldg _____ Room # _____ Extension _____

Specify new Bldg _____ Room # _____ Phone type _____

(For NOAA Telcom use -- assigned extension _____)

If moving to a different room number on the same floor, the extension should remain the same and programming instructions only need to be provided if there are changes. **A relocation to a different building or floor** is the same as a disconnect and install; therefore, provide the programming instructions for each phone (include phone lines, ringing, features, voice mail). Note: for voice mail, must include name and personal operator name and/or extension. A spreadsheet may be the best way to provide all this information.

_____ **Reprogram phones** – Bldg _____ Room # _____ Extension _____

One phone number currently on that phone _____

Specify changes required.

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_____ **Cabling requests** (provide any pertinent access information):

_____ **Remove existing cables** – Bldg _____ Room # _____ Type of cable _____

Requested date

_____ **Install cables** – Bldg _____ Room # _____ Type of cable _____ # of cables _____

Possible start date _____ Requested completion date _____

_____ **Other** --- Specify requests. Location _____

ORDER REMARKS:

CUSTOMER ACCEPTANCE: _____ Date: _____

(Printed name) _____

Tech Remarks:

Please Fax completed form to: (301) 713-3545, ATTN: J. Simons